

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Archivist	<b>Reports to:</b>	Head of Archives
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## 2. Job Purpose:

To support the acquisition, accession, arrangement, description, appraisal, preservation and availability of Library records in both English and Arabic.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a		
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0
<b>Contractor/Others:</b>			0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Follow professionally-established archival standards and support the implementation of ISAD-G, RAD & OAIS and other best practices and standards in order to ensure practices of the highest quality
- Contribute to the development of archival policies and procedure manuals in order to standardize practices
- Assist in the development of archival search and retrieval aids
- Support the planning, organization, implementation and monitoring of archival projects
- Assist in the training and mentoring of existing and new staff members
- Support and help to improve Outreach and Archival advocacy programs
- Keep abreast of professional trends and developments in all areas of responsibility
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work hours, days and locations will vary according to QNL requirements. Regularly scheduled evening and weekend work may be required.

## 6. Communications and Working Relationships:

- Supervisor – contact as needed to report on work progress, and receive assignments and feedback
- Preservation and Conservation team – contact as needed to consult on the preservation and conservation of archival documents
- Head of Partnerships – contact as needed on local and global partnership initiatives and regarding the digital portal (e.g., the World Digital Library)
- Collections team – frequent contact to collaborate on collection building
- Library Information Technology staff – contact as needed on hardware, software, website, connectivity, needs, and digitization projects & technology issues
- Technical Services staff – contact as needed for cataloging issues
- Faculty, researchers, students and general public – frequent contact to respond to user needs

## 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from jumping to conclusions in the absence of clear evidence, takes time to collect facts

## Archivist

before developing a solution

- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### **8. Decision-Making Authority & Responsibility:**

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### **9. Minimum Knowledge, Skills & Experience:**

- Bachelor's degree in Archival Studies or a relevant discipline such as Library Science, Information Science, History, or Middle Eastern Studies; Master's preferred
- 2-5 years of experience working in library archives, manuscripts, or special collections
- Knowledge of archival theory and of the life cycle of records
- Analytical ability to appraise and distinguish important historical records from a profusion of Middle Eastern / Gulf archival materials
- Good interpersonal and communications skills
- Excellent proficiency in both English and Arabic, including the ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely, and to read handwritten documents